

# City of Saint Paul - Manual and Maintenance Supervisors Job Family Competency Matrix (September 12, 2006)

(Fire/Police, Parks and Recreation, Public Works, and Saint Paul Regional Water Services)

(Each competency builds upon the other as the class series progresses.)

Effective Date: September 18, 2006

Classification Titles	General Duty Statement	Supervision Received	Supervision Exercised	Technical Expertise: Industry Practice	Technical Expertise: Risk Management	Technical Expertise: Technology	Requirements
<b>Bridge Maintenance Supervisor I</b>  <b>Occ. Code: 268A</b> <b>B.U. 10,</b> <b>Grade 038:</b> <a href="#">Salary Info</a>	Performs supervisory work in the maintenance, construction, and repair of bridges, retaining walls, fencing, guard rails, stairways, railings, and drainage systems. Performs supervisory work in the cleaning of bridge walks and decks and the painting of railings, stairways, and bridge structural members in the department. Dispatches all bridge crews and motorized equipment. Performs related work as assigned.	Works under the general supervision of a Bridge Maintenance Supervisor II or a professional engineer.	Exercises close to moderate supervision over Bridge Crew Leaders, Bridge Maintenance Workers, Painters, and other assigned personnel.	<p>Demonstrates an understanding of the full range of procedures, techniques and equipment used in bridge construction maintenance and repair and demonstrates an understanding of the common laws and regulations affecting bridge maintenance and repair.</p> <p>Demonstrates the ability to apply this understanding in identifying and resolving the common problems associated with the work.</p>	<p>Demonstrates an ability to identify basic risks and liability implications associated with the work and take appropriate action to minimize those risks. Demonstrates an ability to refer common legal issues to higher level supervisory authority.</p> <p>Demonstrates an understanding of established safety practices and equipment care procedures and demonstrates an ability to instruct others in such practices and procedures.</p>	<p>Demonstrates an understanding of the operation of the various tools and equipment used in bridge maintenance activities and keeps current on advancements.</p> <p>Demonstrates computer skills in operating a keyboard and mouse and basic computer skills necessary to produce required reports and work related forms.</p>	Must possess a valid Minnesota Class D driver's license, or equivalent out-of-state driver's license. The driver's license must have no suspensions or revocations for driving-related offenses within the two year period prior to the date of appointment. Must have certification as a Level I Bridge Safety Inspection Assistant as defined by MnDot Technical Certification Program.
<b>Bridge Maintenance Supervisor II</b>  <b>Occ. Code: 269A</b> <b>B.U. 10,</b> <b>Grade 041:</b> <a href="#">Salary Info</a>	Performs supervisory work such as assigning, directing, and inspecting the work of crews engaged in constructing, maintaining, or repairing bridges, guard rails, fences, barricades, stairways, and retaining walls. Coordinates bridge repair schedules with other divisions, departments, and agencies. Performs other related work as assigned.	Works under the general supervision of a professional engineer or division head.	Exercises either directly or indirectly, through a subordinate supervisor, moderate supervision over Bridge Crew Leaders, Bridge Maintenance Workers, Painters, a Bridge Supervisor I, and other assigned personnel.	<p>Demonstrates an understanding of the full range of procedures, techniques and equipment used in bridge construction, maintenance and repair and demonstrates an understanding of the full range of laws and regulations affecting bridge maintenance and repair.</p> <p>Demonstrates the ability to apply this understanding in identifying and resolving the full range of problems associated with the work.</p>	<p>Demonstrates an ability to identify the full range of risks and liability implications associated with the work and take appropriate action to minimize those risks.</p> <p>Demonstrates an ability to confer with the City Attorney's Office in addressing legal issues.</p> <p>Demonstrates an understanding of established safety practices and equipment care procedures and demonstrates an ability to instruct others in such practices and procedures.</p>	<p>Demonstrates an understanding of the operation of the various tools and equipment used in bridge maintenance activities and keeps current on advancements.</p> <p>Demonstrates computer skills in operating a keyboard and mouse. Demonstrates the ability to use common computer software such as spreadsheets, word processing, database management, and Internet search tools.</p>	Must possess a valid Minnesota Class D driver's license, or equivalent out-of-state driver's license. The driver's license must have no suspensions or revocations for driving-related offenses within the two year period prior to the date of appointment. Must possess certification as a Level II Bridge Safety Inspector and Level II Bridge Construction Inspector as defined by MnDOT Technical Certification Program.

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<b>Dispatcher</b> <b>(Inactivated on 8/6/07)</b>  <b>Occ. Code 481</b> <b>B.U. 10,</b> <b>Grade 01U:</b> <a href="#">Salary Info</a>	Orders, dispatches, and drives, if needed, trucks and other motorized equipment operated by the Street Maintenance Division of the Department of Public Works. Coordinates available equipment with equipment services. Executes call-ins and arranges for staffing, including during emergency situations. Performs other related work as assigned.	Works under close to moderate supervision of a higher-level Public Works supervisor or manager.	Exercises close supervision over staff during the call-in and assignment to field offices.	<p>Demonstrates an understanding of the full range of State and City Laws, ordinances, rules, regulations, and Public Works Department operating procedures governing street maintenance, construction; cleaning, and sewer construction. Particular emphasis should be given to demonstrating an understanding of snow plowing, including snow emergencies, street sweeping, patching, and overlays operating procedures.</p> <p>Demonstrates an ability to apply this understanding in identifying and resolving the full range of problems associated with the work.</p> <p>Demonstrates an understanding of the duties and responsibilities of the various job classifications and terms and conditions of employment set forth in the labor agreements for the unions representing employees in positions in those job classes.</p>	<p>Demonstrates an ability to identify the full range of risks and liability implications associated with the work and take appropriate action to minimize those risks.</p> <p>Demonstrates an ability to confer with the City Attorney's Office in addressing legal and liability issues including those associated with accidents involving Public Works Street Maintenance Division equipment.</p>	<p>Demonstrates an understanding of and ability to operate various tools and equipment used in street maintenance activities.</p> <p>Demonstrates computer skills in operating a keyboard and mouse.</p> <p>Demonstrates the ability to use common computer software such as spreadsheets, word processing, database management, and Internet search tools.</p>	<p>Must possess a valid Minnesota Class B Commercial Driver's License (CDL). The CDL must have no suspensions or revocations during the two year period prior to the date of appointment. Suspensions for parking-related offenses are excluded.</p> <p>Must have four years working experience in the Public Works' Street Maintenance Division as a Driver-Operator, Street Services Worker, or Heavy Equipment Operator.</p>

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<b>PW Supervisor I</b>  <b>Occ. Code 368</b> <b>B.U. 10,</b> <b>Grade 036:</b> <a href="#">Salary Info</a>	<p>Performs supervisory work involving construction, maintenance, repair, and cleaning of streets, alleys, curbs, and sidewalks. Supervises the dispatching of all trucks and other motorized equipment. Supervises the work of snow plowing, removal, and ice control operations on all streets and alleys. Supervises alley grading, seal coat operations, and crews engaged in scarifying, blading, and oiling streets. Performs other related work as assigned.</p>	<p>Works under close to moderate supervision of a higher level Public Works supervisor.</p>	<p>Exercises within a unit close to moderate supervision over work crews.</p>	<p>Demonstrates an understanding of the common State and City Laws, ordinances, rules, regulations and Public Works Department operating procedures governing street maintenance, construction, cleaning, snow removal and basic sewer construction.</p> <p>Demonstrates a common understanding of City of Saint Paul streets, alleys, bridges, and sewer system. Demonstrates an ability to apply this understanding in identifying and resolving the normal problems associated with the work.</p>	<p>Demonstrates an ability to identify basic risks and liability implications associated with the work and take appropriate action to minimize those risks. Demonstrates an ability to refer basic legal issues to higher-level supervisory authority.</p> <p>Demonstrates an understanding of established safety practices and equipment care procedures and demonstrates an ability to instruct others in such practices and procedures.</p>	<p>Demonstrates an understanding of the operation of the various tools and equipment used in street maintenance activities and keeps current on advancements in same.</p> <p>Demonstrates computer skills in operating a keyboard and mouse and basic computer skills related to producing required reports and work related forms.</p>	<p>Must possess a valid Minnesota Class D driver's license, or equivalent out-of-state driver's license. The driver's license must have no suspensions or revocations for driving-related offenses within the two year period prior to the date of appointment. Must have four years of experience in the Public Works' Street Maintenance Division as a Driver-Operator, Street Services Worker, or Heavy Equipment Operator.</p>
<b>PW Supervisor II</b>  <b>Occ. Code 369</b> <b>B.U. 10,</b> <b>Grade 038:</b> <a href="#">Salary Info</a>	<p>Performs supervisory work involving construction, maintenance, repair, and cleaning of streets, alleys, curbs, and sidewalks. Supervises the work of snow plowing, removal, and ice control operations on all streets and alleys. Supervises alley grading, seal coat operations, and crews engaged in scarifying, blading, and oiling streets. Assists a Street Maintenance field operations section supervisor and takes on the responsibility for the section functions in the supervisor's absence. Performs other related work as assigned.</p>	<p>Works under the general supervision of a Public Works Supervisor III.</p>	<p>Exercises within a unit, either directly or indirectly through a subordinate supervisor, close to moderate supervision over work crews.</p>	<p>Demonstrates an understanding of the full range of State and City Laws, ordinances, rules, regulations and department operating procedures governing street maintenance, construction, cleaning, snow removal and basic sewer construction.</p> <p>Demonstrates a good understanding of City of Saint Paul streets, alleys, bridges, and sewer system.</p> <p>Demonstrates an ability to apply this understanding in identifying and resolving the full range of problems associated with the work.</p>	<p>Demonstrates an ability to identify common risks and liability implications associated with the work and take appropriate action to minimize those risks.</p> <p>Demonstrates an ability to refer common legal issues to higher level supervisory authority.</p> <p>Demonstrates an understanding of established safety practices and equipment care procedures and demonstrates an ability to instruct others in such practices and procedures.</p>	<p>Demonstrates an understanding of the operation of various tools and equipment used in street maintenance activities and keeps current on advancements in same.</p> <p>Demonstrates computer skills in operating a keyboard and mouse.</p> <p>Demonstrates the ability to use common computer software such as spreadsheets, word processing, database management, and Internet search tools.</p>	<p>Must possess a valid Minnesota Class D driver's license, or equivalent out-of-state driver's license. The driver's license must have no suspensions or revocations for driving-related offenses within the two year period prior to the date of appointment. Must have three years experience working in the Public Works' Street Maintenance Division as a Public Works Supervisor.</p>

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<b>PW Supervisor III</b>  <b>Occ. Code: 622</b> <b>B.U. 10,</b> <b>Grade 041:</b> <a href="#">Salary Info</a>	Performs highly-responsible supervisory work such as assigning and supervising all work involved in the maintenance, cleaning, and repair of all streets and alleys, snow plowing, removal and ice control of all streets and alleys, and the work involved in City Force construction operations. Takes on responsibility for the section functions in the division manager's absence. Performs other related work as assigned.	Works under the general direction of the division manager or other unit supervisor.	Exercises within a unit general supervision, directly or indirectly through subordinate supervisors, over work crews.	<p>Demonstrates an understanding of the full range of State and City Laws, ordinances, rules, regulations and Public Works Department operating procedures governing street maintenance, construction, cleaning, snow removal and basic sewer construction.</p> <p>Demonstrates an expert understanding of City of Saint Paul streets, alleys, bridges, and sewer system.</p> <p>Demonstrates an ability to apply this understanding in identifying and resolving the more complex problems associated with the work.</p>	<p>Demonstrates an ability to identify the full range of risks and liability implications associated with the work and take appropriate action to minimize those risks.</p> <p>Demonstrates an ability to confer with the City Attorney's Office in addressing the full range of legal and liability issues.</p> <p>Demonstrates an understanding of established safety practices and equipment care procedures and demonstrates an ability to instruct others in such practices and procedures.</p>	<p>Demonstrates an understanding of the operation of various tools and equipment used in street maintenance activities and keeps current on advancements in same.</p> <p>Demonstrates computer skills in operating a keyboard and mouse.</p> <p>Demonstrates the ability to use common computer software such as spreadsheets, word processing, database management, and Internet search tools.</p>	<p>Must possess a valid Minnesota Class D driver's license, or equivalent out-of-state driver's license. The driver's license must have no suspensions or revocations for driving-related offenses within the two year period prior to the date of appointment.</p> <p>Must have three years experience as a Public Works Supervisor II or six years experience as a Public Works Supervisor I.</p>
<b>Sewer Supervisor I</b>  <b>Occ. Code: 416</b> <b>B.U. 10,</b> <b>Grade 036:</b> <a href="#">Salary Info</a>	Performs supervisory work within a designated area of responsibility including repairing sewers, cleaning sewers, or maintaining sewage pump stations and flood control facilities. Inspects the work of the crew and instructs field crews in proper maintenance and safety procedures. Evaluates performance and safety practices of field crews and prepares and submits reports. Performs other related work as assigned.	Works under close to moderate supervision of a higher-level supervisor.	Directly supervises crew leaders, jet operators, HEO-Sewers and/or pump operators and, through them, supervises laboring workers within a designated area of responsibility.	<p>Demonstrates an understanding of the common Federal, State, and City Laws, ordinances, rules, regulations, guidelines, and Public Works Department operating procedures governing sewer collection system operation, maintenance, and construction.</p> <p>Demonstrates an ability to apply this understanding in identifying and resolving the normal problems associated with the work.</p>	<p>Demonstrates an ability to identify basic risks and liability implications associated with the work and take appropriate action to minimize those risks.</p> <p>Demonstrates an ability to refer basic legal issues to higher level supervisory authority.</p> <p>Demonstrates an understanding of established safety practices and equipment care procedures and demonstrates an ability to instruct others in such practices and procedures.</p>	<p>Demonstrates an understanding of and skill in the safe operation of the various tools and equipment used in sewer maintenance activities and keeps current on advancements in same.</p> <p>Demonstrates computer skills in operating a keyboard and mouse and basic computer skills related to producing required reports and work related forms.</p>	<p>Must possess a Class S-D certificate issued by MN Pollution Control Agency upon hire and a Class S-C prior to end of probationary period. Must possess a valid Minnesota Class B Commercial driver's license (CDL). The CDL must have no suspensions or revocations during the two year period prior to date of appointment. Suspensions for parking-related offenses are excluded.</p>

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<b>Sewer Supervisor II</b>  <b>Occ. Code: 809</b> <b>B.U. 10,</b> <b>Grade 038:</b> <a href="#">Salary Info</a>	Assigns, coordinates, and dispatches the work of field crews. Maintains records and supervises maintenance of equipment. Prepares and submits reports as required and evaluates performance of lower-level supervisors. Performs other related work as assigned.	Works under the general supervision of a higher-level sewer supervisor.	Directly supervises lower level sewer supervisors and, through them, field crews.	<p>Demonstrates an understanding of the full range of Federal, State, and City Laws, ordinances, rules, regulations, guidelines, and Public Works Department operating procedures governing sewer collection system operation, maintenance, and construction.</p> <p>Demonstrates an ability to apply this understanding in identifying and resolving the full range of problems associated with the work.</p>	<p>Demonstrates an ability to identify the full range of risks and liability implications associated with the work and take appropriate action to minimize those risks.</p> <p>Demonstrates an ability to refer common legal issues to higher level supervisory authority.</p> <p>Demonstrates an understanding of established safety practices and equipment care procedures and demonstrates an ability to instruct others in such practices and procedures.</p>	<p>Demonstrates an understanding of the operation of the various tools and equipment used in sewer maintenance activities and keeps current on advancements in same.</p> <p>Demonstrates computer skills in operating a keyboard and mouse.</p> <p>Demonstrates the ability to use common computer software such as spreadsheets, word processing, database management, and Internet search tools.</p>	<p>Must possess a Class S-B Wastewater Treatment Facility Operator Certificate issued by the MN Pollution Control Agency. Must possess a valid Minnesota Class D driver's license, or equivalent out-of-state driver's license. The driver's license must have no suspensions or revocations for driving-related offenses within the two year period prior to the date of appointment.</p> <p>Must acquire a Class S-C Wastewater Treatment Facility Operator Certificate prior to the end of the probationary period.</p>
<b>Sewer Supervisor III</b>  <b>Occ. Code: 623</b> <b>B.U. 10,</b> <b>Grade 041:</b> <a href="#">Salary Info</a>	Performs supervisory work for the Sewer Maintenance Section. Prepares and maintains performance reports related to Sewer Maintenance Section operation. Assists in the preparation of the annual budget. Supervises and evaluates the work of lower-level sewer supervisors. Oversees the daily operation of the sewer maintenance building. Oversees the enforcement of policies. Coordinates the operation of the Sewer Maintenance Section with other City maintenance operations, utilities, and State agencies. Performs other related work as assigned.	Works under the general supervision of an engineer in charge of the Sewer Maintenance Section.	Supervises lower-level sewer supervisors, and through them, either directly or indirectly, field crews and clerical staff within the Sewer Maintenance Section.	<p>Demonstrates an understanding of the full range of Federal, State, and City Laws, ordinances, rules, regulations, guidelines, and Public Works Department operating procedures governing sewer collection system, operation, maintenance, and construction.</p> <p>Demonstrates an ability to apply this understanding in identifying and resolving the more complex problems associated with the work.</p>	<p>Demonstrates an ability to identify the full range of risks and liability implications associated with the work and take appropriate action to minimize those risks.</p> <p>Demonstrates an ability to confer with the City Attorney's Office in addressing the full range of legal and liability issues.</p> <p>Demonstrates an understanding of established safety practices and equipment care procedures and demonstrates an ability to instruct others in such practices and procedures.</p>	<p>Demonstrates an understanding of the operation of various tools and equipment used in sewer maintenance activities and keeps current on advancements in same.</p> <p>Demonstrates computer skills in operating a keyboard and mouse. Demonstrates the ability to use common computer software such as spreadsheets, word processing, database management, and Internet search tools.</p>	<p>Must possess a Class S-B Wastewater Treatment Facility Operator Certificate issued by the MN Pollution Control Agency, and must obtain a Class S-A Wastewater Treatment Facility Operator Certificate issued by the MN Pollution Control Agency within one year of appointment. Must possess a valid Minnesota Class D driver's license, or equivalent out-of-state driver's license. The driver's license must have no suspensions or revocations for driving-related offenses within the two year period prior to the date of appointment.</p>



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<b>Traffic Maintenance Supervisor I</b>  <b>Occ. Code: 172A</b> <b>B.U. 10,</b> <b>Grade 036:</b> <a href="#">Salary Info</a>	<p>Performs supervisory work directing and inspecting the fabrication, installation, maintenance, and repair of traffic signs and traffic control markings. Supervises the installation and repair of parking meters and collection of revenue. Directs the placement of traffic control barricades and detour routes around maintenance and construction projects which affect traffic flow. Maintains inventory. Performs other related work as assigned.</p>	<p>Works under the general supervision of a higher-level supervisor.</p>	<p>Exercises within a unit technical and close supervision over assigned traffic and maintenance personnel, including Painters and Traffic Maintenance Workers.</p>	<p>Demonstrates an understanding of the full range of Federal, State and City Laws, ordinances, rules, regulations and Public Works Department operating procedures governing traffic signs and traffic control.</p> <p>Demonstrates a good understanding of the location of City of Saint Paul streets and alleys.</p> <p>Demonstrates an ability to apply this understanding in identifying and resolving the full range of problems associated with the work.</p>	<p>Demonstrates an ability to identify the full range of risks and liability implications associated with the work and take appropriate action to minimize those risks.</p> <p>Demonstrates an ability to refer common legal issues to higher-level supervisory authority.</p> <p>Demonstrates an understanding of established safety practices and equipment care procedures and demonstrates an ability to instruct others in such practices and procedures.</p>	<p>Demonstrates an understanding of the operation of the various tools, machines, and equipment used in the installation, maintenance and repair of traffic signs and keeps current on advancements in same.</p> <p>Demonstrates computer skills in operating a keyboard and mouse and basic computer skills related to producing required reports and work related forms.</p>	<p>Must possess a valid MN Class B Commercial driver's license (CDL). The CDL must have no suspensions or revocations during the two year period prior to the date of appointment. Suspensions for parking-related offenses are excluded.</p> <p>Must have four years of experience as a Traffic Maintenance Worker or painter working on parking meters, traffic signs and markings, or equivalent.</p>
<b>Traffic Maintenance Supervisor II</b>  <b>Occ. Code: 620</b> <b>B.U. 10,</b> <b>Grade 040:</b> <a href="#">Salary Info</a>	<p>Performs supervisory work in planning and directing the fabrication, installation, maintenance, and repair of traffic signs and traffic control markings. Supervises the installation and repair of parking meters and collection of revenue. Directs the placement of traffic control barricades and detour routes around maintenance and construction projects which affect traffic flow. Coordinates the work of the Traffic Maintenance Section with other departments and outside agencies. Maintains inventory and makes recommendations for traffic control on new streets and roadway changes. Performs other related work as assigned.</p>	<p>Works under the general direction of the unit supervisor.</p>	<p>Exercises close to moderate supervision over assigned traffic maintenance personnel.</p>	<p>Demonstrates an understanding of the full range of Federal, State, and City Laws, ordinances, rules, regulations and Public Works Department operating procedures governing traffic signs and traffic control.</p> <p>Demonstrates a good understanding of the location of City of Saint Paul streets, alleys, and roads requiring street signs and markings.</p> <p>Demonstrates an ability to apply this understanding to identify and resolve a full range of problems associated with the work.</p>	<p>Demonstrates an ability to identify the full range of risks and liability implications associated with the work and take appropriate action to minimize those risks.</p> <p>Demonstrates an ability to confer with the City Attorney's Office regarding legal and liability issues.</p> <p>Demonstrates an understanding of established safety practices and equipment care procedures and demonstrates an ability to instruct others in such practices and procedures.</p>	<p>Demonstrates an understanding of the operation of the various tools, machines, and equipment used in the installation, maintenance and repair of traffic signs, street markings, parking meters, and painting operations and keeps current on advancements in same.</p> <p>Demonstrates computer skills in operating a keyboard and mouse. Demonstrates the ability to use common computer software such as spreadsheets, word processing, database management, and Internet search tools.</p>	<p>Must possess a valid Minnesota Class B Commercial Driver's License (CDL). The CDL must have no suspensions or revocations during the two year period prior to the date of appointment. Suspensions for parking-related offenses are excluded.</p> <p>Must have three years of experience as a Traffic Maintenance Supervisor I or six years of experience as a Traffic Maintenance Worker or Painter working on parking meters, traffic signs and markings, or equivalent.</p>

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<p><b>Vehicle Mechanic Supervisor I</b></p> <p><b>Occ. Code: 964</b> <b>B.U. 10,</b> <b>Grade 038:</b> <a href="#">Salary Info</a></p>	<p>Performs supervisory work such as directing and inspecting the work or mechanics in the repair, maintenance, and servicing of City vehicles and equipment. Purchases or requests parts, tools, and supplies. Coordinates the work of vehicle maintenance employees. Performs skilled mechanical work when necessary. Demonstrates the use of new materials and equipment. Directs and participates in the inspection of new vehicles and equipment for compliance with contract specifications. Performs other related work as assigned.</p>	<p>Works under the general guidance and direction of a higher level supervisor.</p>	<p>Exercises general supervision over skilled and semi-skilled workers.</p>	<p>Demonstrates an understanding of the full range of procedures and techniques used in servicing, repairing and maintaining vehicles in the municipal fleet.</p> <p>Demonstrates an ability to apply this understanding in identifying and resolving the full range of problems associated with the work.</p>	<p>Demonstrates an ability to identify the full range of risks and liability implications associated with the work and take appropriate action to minimize those risks.</p> <p>Demonstrates the ability to refer the full range of risks and liabilities to higher level supervisory authority.</p> <p>Demonstrates an understanding of established safety practices and equipment care procedures and demonstrates an ability to instruct others in such practices and procedures.</p>	<p>Demonstrates an understanding of the operation of and skill in the use of the various tools, machines, and equipment used in the repair, overhaul, and maintenance of vehicles in the municipal fleet and keeps current on advancements in same.</p> <p>Demonstrates computer skills in operating a keyboard and mouse and basic computer skills related to producing required reports and work related forms.</p>	<p>Must possess the MnDOT Commercial Vehicle Inspection Certificate as defined by the MnDOT Technical Certification Program.</p> <p>Must have five years experience as a Vehicle Mechanic or Vehicle Mechanic (Heavy Truck and Equipment), or two years experience as a Vehicle Mechanic Lead Worker, or equivalent.</p> <p><b>Department-Specific Requirements:</b></p> <p>Must possess a valid Minnesota Class B Commercial Driver's License (CDL), with airbrake endorsement, for positions in <b>the Public Works Department</b>. The CDL must have no suspensions or revocations during the two year period prior to the date of appointment. Suspensions for parking-related offenses are excluded.</p> <p>Must obtain the MnDOT Commercial Vehicle Inspection Certificate as defined by the MnDOT Technical Certification Program by the end of the probationary period in <b>the Public Works Department</b>.</p> <p>Must possess a valid MN Class B Commercial Driver's License (CDL) with airbrake endorsement for positions in the <b>Fire and Safety Services and Police Department</b>. The CDL must have no suspensions or revocations during the two year period prior to the date of appointment. Suspensions for parking-related offenses are excluded.</p>

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							<p>Must possess a valid MN Class B Commercial Driver’s License (CDL), with airbrake endorsement for positions in the <b>Parks and Recreation Department</b>; individuals are required to obtain the Class A within six months of employment. The CDL must have no suspensions or revocations during the two year period prior to the date of appointment. Suspensions for parking-related offenses are excluded.</p> <p>Must possess a Class A Commercial Driver’s License (CDL) with airbrake, tanker, and hazardous materials endorsements for positions in <b>Saint Paul Regional Water Services</b>. The CDL must have no suspensions or revocations during the two year period prior to the date of appointment. Suspensions for parking-related offenses are excluded.</p>
<p><b>Vehicle Mechanic Supervisor II</b></p> <p><b>Occ. Code: 394A</b></p> <p><b>B.U. 10,</b></p> <p><b>Grade 040:</b></p> <p><a href="#">Salary Info</a></p>	<p>Performs supervisory work such as managing the repair, maintenance, and servicing of specialized heavy vehicles, equipment, trucks, and other motorized equipment. Develops and/or oversees the development of work schedules. Keeps current on new technological advances pertaining to new maintenance management concepts. Oversees the selection, discipline, work behavior, performance management and improvement, coaching, and training processes. Performs other related work as assigned.</p>	<p>Works under the general guidance and direction of the division supervisor.</p>	<p>Supervises the repair of heavy motor equipment and other vehicles, and the assigned personnel including several physically separated shop areas, different shifts, and workers with a variety of skills.</p>	<p>Demonstrates an understanding of the full range of procedures and techniques used in servicing, repairing and maintaining municipal vehicles.</p> <p>Demonstrates an understanding of the department’s operational use of the full range of vehicles assigned to the municipal fleet.</p> <p>Demonstrates an ability to apply this understanding in identifying and resolving the more complex problems associated with the work.</p>	<p>Demonstrates an ability to identify the full range of risks and liability implications associated with the work and take appropriate action to minimize those risks.</p> <p>Demonstrates an ability to confer with the City Attorney’s Office regarding legal and liability issues.</p> <p>Demonstrates an understanding of established safety practices and equipment care procedures and demonstrates an ability to instruct others in such practices and procedures.</p>	<p>Demonstrates an understanding of the full range of current technology used in servicing, repairing, and maintaining a variety of heavy motorized equipment, trucks, and automobiles.</p> <p>Demonstrates an understanding of the full range of operational uses for such vehicles and keeps current on advancements in same.</p> <p>Demonstrates computer skills in operating a keyboard and mouse. Demonstrates the ability to use common computer software such as spreadsheets, word processing database management, and</p>	<p>Must possess the MnDOT Commercial Vehicle Certificate as defined by the MnDOT Technical Certification Program.</p> <p>Must have two years experience as a Vehicle Mechanic Supervisor I, or three years experience as a Vehicle Mechanic Lead Worker, or equivalent.</p> <p><b>Department-Specific Requirements:</b></p> <p>Must possess a valid MN Class B Commercial Driver's License (CDL), with airbrake endorsement, for positions in <b>the Public Works Department</b>. The CDL must have no suspensions or revocations during the two year period prior to the date of appointment. Suspensions for parking-related offenses are excluded.</p>



City of Saint Paul - Manual and Maintenance Supervisors Job Family Competency Matrix (September 12, 2006)

(Fire/Police, Parks and Recreation, Public Works, and Saint Paul Regional Water Services)

(Each competency builds upon the other as the class series progresses.)

Effective Date: September 18, 2006

Classification Titles	General Duty Statement	Supervision Received	Supervision Exercised	Technical Expertise: Industry Practice	Technical Expertise: Risk Management	Technical Expertise: Technology	Requirements
						Internet search tools.	<p>Must possess a valid MN Class B Commercial Driver’s License (CDL) with airbrake, tanker, and hazardous materials endorsements for positions in the <b>Fire and Safety Services Department</b>. The CDL must have no suspensions or revocations during the two year period prior to the date of appointment. Suspensions for parking-related offenses are excluded.</p> <p>Must possess a valid MN Class B Commercial Driver’s License (CDL), with air brake endorsement for positions in the <b>Parks and Recreation Department</b>; individuals are required to obtain the Class A within six months of employment. The CDL must have no suspensions or revocations during the two year period prior to the date of appointment. Suspensions for parking-related offenses are excluded.</p> <p>Must possess a Class A Commercial Driver’s License (CDL) with airbrake, tanker, and hazardous materials endorsements for positions in <b>Saint Paul Regional Water Services</b>. The CDL must have no suspensions or revocations during the two year period prior to the date of appointment. Suspensions for parking-related offenses are excluded.</p>

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Effective Date: September 18, 2006

Shared Competencies	Dispatcher, PW Supervisor I, Sewer Supervisor I, Traffic Maintenance Supervisor I, Vehicle Mechanic Supervisor I	Bridge Maintenance Supervisor I, Public Works Supervisor II, Sewer Supervisor II, Vehicle Mechanic Supervisor II	Bridge Supervisor II, PW Supervisor III, Sewer Supervisor III, Traffic Maintenance Supervisor II
<b>Project and Program Management, Prioritization, Planning and Finances</b>	<p>Demonstrates an ability to prioritize own work, the work of others, and meet project and program deadlines.</p> <p>Demonstrates an ability to assist in the planning coordination, and monitoring of projects and programs in assigned area of responsibility.</p> <p>Demonstrates an ability to make sure that project and program funds are used effectively and efficiently.</p>	<p>Demonstrates an ability to prioritize own work, the work of others, and meet project and program deadlines.</p> <p>Demonstrates an ability to assist in the planning, coordination, and monitoring of projects and programs in assigned area of responsibility.</p> <p>Demonstrates an ability to appropriately monitor the daily distribution of project and program funds.</p>	<p>Demonstrates an ability to prioritize own work, the work of others, and meet project and program deadlines.</p> <p>Demonstrates an ability to plan, coordinate, and monitor projects and programs and develop factors for measuring project and program success in assigned area of responsibility.</p> <p>Demonstrates an ability to appropriately monitor the overall distribution of project and program funds.</p>
<b>Communication</b>	<p>Demonstrates an ability to effectively listen, speak, write, and interact tactfully in a work group or with the public.</p>	<p>Demonstrates an ability to effectively listen, speak, write, and interact tactfully in a work group or with the public.</p> <p>Demonstrates a verbal and written ability to appropriately respond to information requests from citizens and the media.</p> <p>Demonstrates an ability to effectively respond to a variety of complaints in verbal and written form.</p> <p>Demonstrates an ability to produce effective written reports, memoranda, and letters.</p>	<p>Demonstrates an ability to effectively listen, speak, write, and interact tactfully in a work group or with the public.</p> <p>Demonstrates a verbal and written ability to appropriately respond to information requests from citizens and the media&gt;</p> <p>Demonstrates an ability to effectively respond to a variety of complaints in verbal and written form.</p> <p>Demonstrates an ability to produce effective written reports, memoranda, and letters.</p> <p>Demonstrates skill in publicly presenting information to community groups, including elected officials.</p>

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(Each competency builds upon the other as the class series progresses.)

Effective Date: September 18, 2006

Shared Competencies	Dispatcher, PW Supervisor I, Sewer Supervisor I, Traffic Maintenance Supervisor I, Vehicle Mechanic Supervisor I	Bridge Maintenance Supervisor I, Public Works Supervisor II, Sewer Supervisor II, Vehicle Mechanic Supervisor II	Bridge Supervisor II, PW Supervisor III, Sewer Supervisor III, Traffic Maintenance Supervisor II
<b>Teamwork, Management, and Leadership</b>	<p>Demonstrates effective leadership of an assigned work group by actively supporting the mission and vision of the division and/or department and positively influencing the work environment by regularly following work rules, being on time for work, not leaving early, and not abusing sick leave.</p> <p>Demonstrates consideration for others, tactfulness, support of the decisions of higher-level supervisors, support of subordinates, and impartial application of work assignments and work rules.</p> <p>Demonstrates an ability to train employees in proper and safe work methods, coach employees and manage their performance.</p> <p>Demonstrates an ability to creatively solve everyday work problems.</p>	<p>Demonstrates effective leadership of subordinate supervisors and assigned work groups by actively supporting the mission and vision of the division and/or department and positively influencing the work environment by regularly following work rules, being on time for work, not leaving early, and not abusing sick leave.</p> <p>Demonstrates consideration for others, tactfulness, support of the decisions of higher-level supervisors, support of subordinates, and impartial application of work assignments and work rules.</p> <p>Demonstrates an ability to train employees in proper and safe work methods, coach employees and manage their performance.</p> <p>Demonstrates the ability to creatively solve complex work problems.</p>	<p>Demonstrates effective leadership of subordinate supervisors by actively supporting the mission and vision of the division and/or department and positively influencing the work environment by regularly following work rules, being on time for work, not leaving early, and not abusing sick leave.</p> <p>Demonstrates consideration for others, tactfulness, support of the decisions of the engineers and management, support of subordinates, and impartial application of work assignments and work rules.</p> <p>Demonstrates an ability to train employees in proper and safe work methods, coach employees and manage their performance.</p> <p>Demonstrates an ability to anticipate and creatively solve the most complex work problems.</p>
<b>Customer Service</b>	<p>Demonstrates a commitment to customer service.</p> <p>Demonstrates an understanding of the services provided and the service standards.</p> <p>Demonstrates a willingness and ability to assist the customers by answering their questions or making a referral.</p> <p>Demonstrates an ability to assist in identifying the needs of the customers.</p>	<p>Demonstrates a commitment to customer service.</p> <p>Demonstrates an understanding of the services provided and suggests improvements in the service standards.</p> <p>Demonstrates a willingness and ability to assist the customers by answering their questions or making a referral.</p> <p>Demonstrates an ability to assist in identifying the needs of the customers.</p> <p>Demonstrates an ability to appropriately respond to customer complaints.</p>	<p>Demonstrates a commitment to customer service.</p> <p>Demonstrates an understanding of the services provided and sets the service standards.</p> <p>Demonstrates a willingness and ability to assist the customers by answering their questions or making a referral.</p> <p>Demonstrates an ability to identify the needs of the customers.</p> <p>Demonstrates an ability to appropriately respond to the most complex and difficult customer complaints.</p>